

**TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING**

Date: April 19, 2022
Place: Tehachapi Valley Healthcare District Office
116 W E Street
Tehachapi, CA 93561
Time: 10:00 AM
Teleconference available ~ 351-888-6527

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE

III. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

This time is reserved for persons to address the Board of Directors on matters not on the agenda over which the District has jurisdiction. Time is limited to 3 minutes per speaker. The Board of Directors can take no action on your presentation. Any person desiring to speak on an item on the agenda will be given an opportunity to do so prior to the Board of Directors acting on the item.

IV. CONSENT AGENDA

The following items are considered routine and non-controversial by District Staff and may be approved by one motion. If a member of the Board or audience wishes to comment or ask questions on an item, it will be moved to New Business or Reports.

A. Approval of Minutes

- | | |
|--|-------|
| 1. Board of Directors Meeting 3/15/22 | Tab 1 |
| 2. Receive and File, Community Outreach Committee, 3/8/22 | Tab 2 |
| 3. Receive and File, Finance Committee, 3/9/22 | Tab 3 |
| 4. Receive and File, Strategic Planning Committee, 3/10/22 | Tab 4 |

V. OLD BUSINESS

None

VI. NEW BUSINESS

- | | |
|--|-------|
| A. Approval of Adventist Medical Office Building Project | Tab 5 |
| B. Approval of FY 23 Budget | Tab 6 |
| C. Disposal of Financial Records and Documents Past Retention Period | Tab 7 |

VII. REPORTS

- | | |
|---|-------|
| A. Community Outreach Committee Update- W. Steele | |
| B. CEO Report | Tab 8 |
| C. Adventist Health Tehachapi Valley Update | |

VIII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

IX. AB 1234 ETHICS TRAINING

X. ADJOURNMENT

NOTICE TO THE PUBLIC

PUBLIC COMMENT PERIOD FOR REGULAR MEETINGS

Members of the public may comment on any item on the agenda before the Board takes action on it. The public may also comment on items of interest to the public that is within the subject matter jurisdiction of the Board; provided, however, the Board may not take action on any item not appearing on the agenda unless the action is otherwise authorized by law. Any person addressing the Board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak.

COPIES OF PUBLIC RECORDS

All writings, materials, and information provided to the Board for their consideration relating to any open session agenda item of the meeting are available for public inspection and copying during regular business hours at the Administration Office of the District at 116 W E St., Tehachapi, California.

COMPLIANCE WITH ADA

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (Cal. Gov't Cod. § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting, should contact the Executive Office during regular business hours by phone at 661-750-4848, or in person at the District's Administrative Office at 116 W E St., Tehachapi, California.

Tab 1

Board of Directors Meeting

3/15/22 Minutes

TEHACHAPI VALLEY HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
116 W E Street
Tehachapi, CA 93561
March 15, 2022
Conference Call # 351-888-6527
10:00am

Board Present: Mike Nixon, Christine Sherrill, William Steele, Duane Moats,
Carl Gehricke

Staff Present: Caroline Wasielewski, CEO; Lisa Hughes, Business Manager;
Scott Nave, Legal Counsel

I. CALL TO ORDER

Chair Mike Nixon called the meeting to order at 10:00 am

II. FLAG SALUTE

III. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

None

IV. CONSENT AGENDA

A. Approval of Minutes

1. Board of Directors Meeting 2/15/22
2. Receive and File, Community Outreach Committee, 2/8/22
3. Receive and File, Finance Committee, 2/9/22
4. Receive and File, Strategic Planning Committee, 2/10/22

Consent Agenda Approval

MSA: STEELE/SHERRILL; 5-0; APPROVED

*The Board moved Adventist Health Tehachapi Valley Report forward to the first item on the agenda.

REPORTS

A. Adventist Health Tehachapi Valley Update

1. David Butler presented to the Board on the proposed Medical Office Building at 1100 Magellan Drive. There was a power point presentation and handouts for the Board Members. Mr. Butler spoke about all that the medical office building will provide to our _____ community and how the members of the Healthcare District will be able to be seen here in Tehachapi instead of always driving to

Bakersfield or other places. The new building would house an expanded community care clinic and a variety of medical offices for specialty providers. The hope is to provide Tehachapi with a full-time surgery specialist as well. The current clinic is 1,000 sq feet and the new office building would be approximately 10,000 sq feet. Adventist is asking TVHD to make an amendment to the current lease that would take the term back out to the original 30 years. At this time a little over 5 years have elapsed on the original term. Mr. Butler reported that the land in front of the new hospital is for sale and in the shape of 3 lots for a total of about \$2.8 million. The Board thanked Mr. Butler and one director asked how long this project is expected to take until completion. Mr. Butler answered it would be about 2 years. The Board agreed to call a special board meeting for April 5th that will go into closed session and discuss property and lease changes. Mr. Butler also reported that AHTV received the highest patient satisfaction scores in the state and ranked in the top 300 nationwide.

V. **OLD BUSINESS**

A. **Strategic Goals 2022**

CEO Wasielewski reviewed with the Board the quarterly goals for the healthcare district.

VI. **NEW BUISNESS**

None

VI. **REPORTS**

A. **CEO Report**

Ms. Wasielewski reviewed the financial handout for February 2022. After a total monthly revenue of \$53,545.25 and \$40,417.67 in total expenses, the month showed a net income of \$13,127.58. Ms. Wasielewski also reviewed the 12-month rolling cash report. There were no additional questions or comments. CEO Wasielewski updated the Board on all activities since the last meeting. The report was included in the Board packet.

Board of Director Travel

None

VII. **BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

None

VIII. ADJOURNMENT

Meeting adjourned at 10:46 am

Respectfully,

Christine Sherrill
Secretary

DRAFT

Tab 2

Community Outreach Meeting

3/8/22 Minutes

Tehachapi Valley Healthcare District
Community Outreach Committee
March 8, 2022
116 W E Street, Tehachapi, CA
12: 00 pm

I. CALL TO ORDER

Director Steel called to order the regular meeting of the Community Outreach Committee at 12:01 pm on 3/8/22 at TVHD Office.

II. ROLL CALL

Directors William Steel and Christine Sherrill were present. Staff members Caroline Wasielewski and Lisa Hughes were present.

III. APPROVAL OF MINUTES

The committee approved the minutes from February 8, 2022.

IV. NEW BUSINESS

A. REVIEW GOALS AND ADD TIMELINE/MEASUREMENTS

The committee went through each goal, assigned it, determined what completion looks like and decided on a completion date. Ms. Wasielewski will send out a final copy to all committee members.

V. OLD BUSINESS

A. OUTREACH UPDATES

Director Steele is working on a CPR video. Lisa Hughes has begun learning about the Tehachapi Senior Center and will have a newsletter explaining all they do. There may be a space that needs to be filled by something TVHD can provide. The committee is considering providing an in-person educational series to the seniors. Director Sherrill is interested in researching wellness checks for Tehachapi residents. Director Steele commented that his church partners with the Tehachapi Humanitarian Group.

B. ADVENTIST HEALTH UPDATE

Amanda Danlovich from Adventist Health brought 45 covid-19 test kits for the committee. They can be distributed at will and there is no need for tracking or documentation. She explained that these kits are being given out to community members by Adventist Health. The committee thanked her.

VI. ADJOURNMENT

The meeting was adjourned at 1:08 pm

Minutes approved by:  _____

William Steele

Tab 3

Finance Meeting

3/9/22 Minutes

TEHACHAPI VALLEY HEALTHCARE DISTRICT

FINANCE COMMITTEE MINUTES

March 9, 2022

116 W E Street

Tehachapi, CA 93561

12:30 PM

Board Members Present: Duane Moats, Carl Gehricke

Staff Present: Lisa Hughes, Business Manager; Caroline Wasielewski, CEO

Recorded and transcribed by: Caroline Wasielewski, CEO

Approval: _____ Date: _____

COMMITTEE ACTIONS AND DIRECTIONS SHOWN IN CAPS AND BOLD

- I. **CALL TO ORDER**
Director Moats called the Finance Committee Meeting to order at 12:30 PM
- II. **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**
None
- III. **APPROVAL OF MINUTES**
February 9, 2022, MINUTES Approved by Committee
- IV. **REPORTS**
 - A. **FEBRUARY 2022**
CEO Wasielewski reported on cash flow, checks written and expenses for the month of February. Everything was in order. Director Moats asked for the payroll expenses to be broken out and appreciated the 12 month rolling cash flow.
 - B. **PETTY CASH REPORT**
Ms. Wasielewski reported on February petty cash expenses. The committee discussed the possibility of using Stamps R Us for postage. CEO Wasielewski explained there are so few letters mailed, it is easier to buy stamps.

C. AMERICAN EXPRESS

Ms. Wasielewski reported and showed receipts for all American Express purchases for February.

D. OLD BUSINESS

None

E. NEW BUSINESS

1. FY23 Budget -The committee began the process of forming a budget for the next fiscal year. The committee reviewed previous year budget line by line and made appropriate adjustments based on current expenditures. A draft copy will be distributed by CEO Wasielewski and formalized at the next finance meeting.

F. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

None

G. ADJOURNMENT

The meeting was adjourned at 1:26 PM

Tab 4

Strategic Planning Meeting

3/10/22 Minutes

TEHACHAPI VALLEY HEALTHCARE DISTRICT
STRATEGIC PLANNING
MINUTES
March 10, 2022
12:30 pm

Board Members Present: Christine Sherrill

Staff Present: Caroline Wasielewski, CEO, Lisa Hughes, Business Manager

Transcribed by: Recorded and Transcribed by Caroline Wasielewski, CEO

Approval: 
Mike Nixon, Chair

Date: 

COMMITTEE ACTIONS AND DIRECTION SHOWN IN CAPS AND BOLD

- I. **CALL TO ORDER**
- II. **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**
None
- III. **APPROVAL OF MINUTES**
 - A. February 10, 2022
APPROVED by committee
- IV. **OLD BUSINESS**
 - A. None
- V. **NEW BUSINESS**
 - A. Strategic Plan
Committee reviewed the base strategic goals for the committee
 - B. Goals- timeline and measurements
Committee determined what is considered completion and dates of said completion for each item.

C. Engineer Update

Ms. Wasielewski informed the committee that no one responded to the RFP for Engineering Services that was issued in February. She will work on revamping it with Scott Nave.

VI. **REPORTS**

None

VII. **BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA**

None

VIII. **Adjournment**

The meeting adjourned at 1:15pm

Tab 5

Approval of Adventist Project

Tab 6

Approval of FY 2023 District Budget

**Tehachapi Valley Healthcare District
Annual Budget FY2023**

REVENUE

Tax Revenue	\$1,060,000
Water Rights	45,500
101 W E St. Rental Income	30,000
Bad Debt Collections	3,000
Private Pay	900
Interest Income	8,000

TOTAL REVENUE \$1,147,400

EXPENSES

Salaries	\$183,000
Payroll Taxes	13,500
Payroll Billing	4,500
Staff- Health Ins	28,200
Active Directors - Health Ins	4,130
CALPERS Fees	750
Bond Financing Fees	7,000
Audit Fees	35,000
Legal Fees	24,000
Contractor/Consultants	7,500
Community/Staff Outreach	5,000
Dues/Subscriptions	1,610
Continuing Education - Staff	3,500
Continuing Education - Trustee	2,500
Trustee Stipends	10,000
Election Costs	40,000
Mileage	500
Program Materials & Actvts	1,500
Supplies	2,100
Software/IT	61,520
Postage	850
Advertising & Promotion	2,160
Repairs & Maintenance	10,000
Association Fees	3,800
Insurance	70,000
Office Rent	6,000
Storage Rent/Equip Lease	9,000
Telephone	3,700
Utilities	9,000
Licenses & Fees	1,000
Bank/Credit Card Charges	500

TOTAL EXPENSES			\$551,820
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Tab 7

Disposal of Records

RESOLUTION NO. 22-02

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF TEHACHAPI VALLEY HEALTHCARE DISTRICT
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS**

Whereas, the District has adopted Board Policy 8.0, "District Records," regarding the retention and destruction of records;

Whereas, after review of District files, certain records are eligible for destruction in accordance with Board Policy 8.0 and the California District Record Retention Law;

Whereas, these records are identified on Exhibit 1 attached hereto and incorporated herein by reference; and

Whereas, District's legal counsel has reviewed Exhibit 1 and concurs such records are eligible for destruction;

Now, therefore, be it resolved by the Board of Directors that the records identified in Attachment 1 attached hereto are no longer required to be kept by law and their destruction is hereby authorized.

PASSED, APPROVED AND ADOPTED on April 19, 2022.

Ayes:

Noes:

Abstain:

Absent:

Michael Nixon, President

ATTEST:

Christine Sherrill, Secretary

Exhibit 1:

- A. 15 boxes containing various finance files, worksheets, email printouts, payment backup from past employee desk.
- B. 10 binders containing accounts payable information that is no longer required to be retained.

Tab 8

CEO Report

CEO Report

April 19, 2022

District Finance Update

For the Month of March, the total cash in was \$48,503.35, consisting mostly of a payment from The City of Tehachapi. Total expenses were \$40,306.97 which left the month at a \$8,186.38 net income.

Looking at the 12- month report:

- Total cash in is at \$743,697.65, with the district expecting approximately \$950,000.
- Total wages for the FY so far, \$103,321.77, are expected to come in under the annual budgeted amount of \$193,752.
- Total expenses of \$418,090.50 for 9 months elapsed and projected to end under the budgeted amount of \$1,398,366.
- Fiscal Year 2023 operating budget submitted to the Board for approval.

District Administration Update

- Obtaining bids for ground leveling and installation of permanent No Trespassing signs at 115 W Street.
- Participated in Adventist Health's Community Health Needs Assessment workshop with community partners. The team will focus mostly on access to care.
- Attended the Grand Opening of the New Imaging Pavilion at Adventist Health Medical Center.
- Forming a Strategic Plan for the fiscal year 2023. The Strategic Planning Committee is selecting at least 3 goals for the healthcare district, based on our strengths, weakness, opportunities and threats. A formal plan should be ready by June 2022.
- Lisa Hughes is representing TVHD by participating in a community #LoveTehachapi event on April 23, 2022.

Mar-22

City Of Tehachapi		\$45,500.00
Interest		\$67.69
Rent for 101 W E St.		\$2,500.00
HP Sears Collections		\$112.50
Private Pay Payments		\$118.12
Interest		\$75.73
Emp benefit reimbursement		\$129.31
Total Cash in		\$48,503.35
Operating Expenses		\$29,773.20
Payroll :		
Wages		\$9,068.32
Employer taxes		\$1,026.34
Total Payroll expense		\$10,543.77
TOTAL Expenses		\$40,316.97
Net Income		\$8,186.38

	July	August	September	October	November	December	January
Cash In	\$3,900.20	\$17,722.95	\$76,279.82	\$20,241.37	\$61,663.12	\$443,420.80	\$18,420.79
Operating Expenses	\$76,407.90	\$21,823.72	\$34,857.11	\$17,855.91	\$24,596.45	\$15,219.01	\$11,587.48
Payroll & Expenses							
Wages	\$14,344.17	\$8,646.99	\$8,607.12	\$8,701.04	\$10,162.46	\$25,570.56	\$9,106.90
W/H, Taxes, Billing	\$2,084.72	\$1,405.64	\$1,405.64	\$1,417.49	\$1,529.42	\$5,269.64	\$1,455.45
Total Expenses	\$98,184.00	\$35,188.80	\$48,148.59	\$31,320.59	\$40,060.79	\$58,793.22	\$25,659.87
Net Income	-\$94,283.80	-\$17,465.85	\$28,131.23	-\$11,079.22	\$21,602.33	\$384,627.58	-\$7,239.08

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